MDHHS

Michigan Department of Health & Human Services

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How to Verify Associated and Authorized Billing Agents within a Provider's Enrollment Information

"Working to protect, preserve and promote the health and safety of the people of Michigan by listening, communicating and educating our providers, in order to effectively resolve issues and enable providers to find solutions within our industry. We are committed to establishing customer trust and value by providing a quality experience the first time, every time."

-Provider Relations

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Purpose

- The purpose of this PowerPoint is to provide step by step instructions on how to verify provider enrollment information within CHAMPS including;
  - Review associated billing agents
  - Review if an associated billing agent is setup to receive the 835/Electronic Remittance Advice (ERA)
- For additional instructional aids please review:
  - [How to associate to a Billing Agent and Authorize the 835](#)
  - [How to assign the 835](#)
  - [CHAMPS Navigation](#)

MILogin

Accessing CHAMPS

- Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
- Enter https://milogintp.Michigan.gov into the search bar
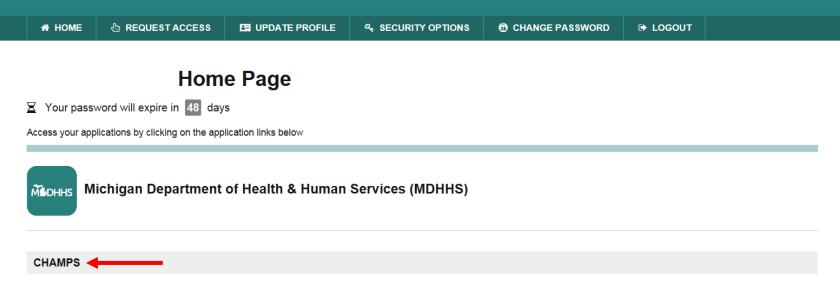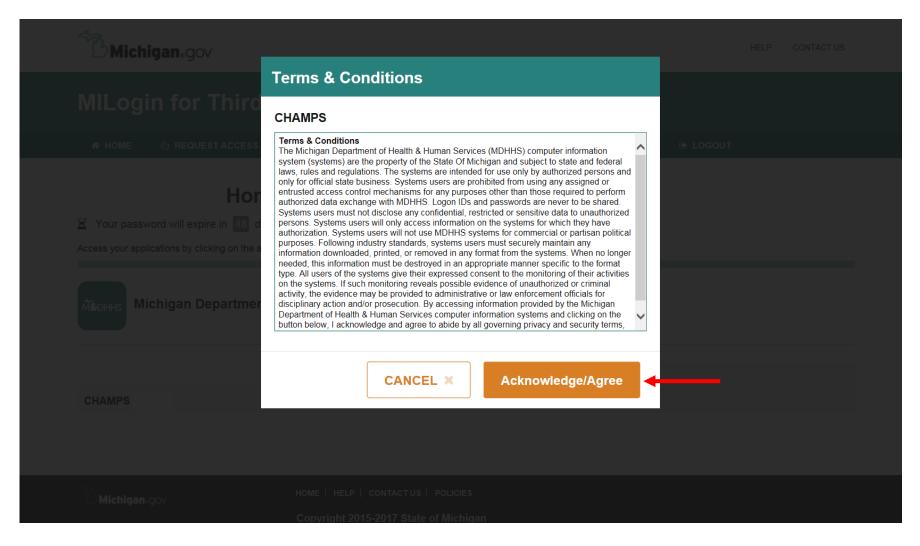- Enter your User ID and Password
- Click Login

- You will be directed to your MILogin Home Page
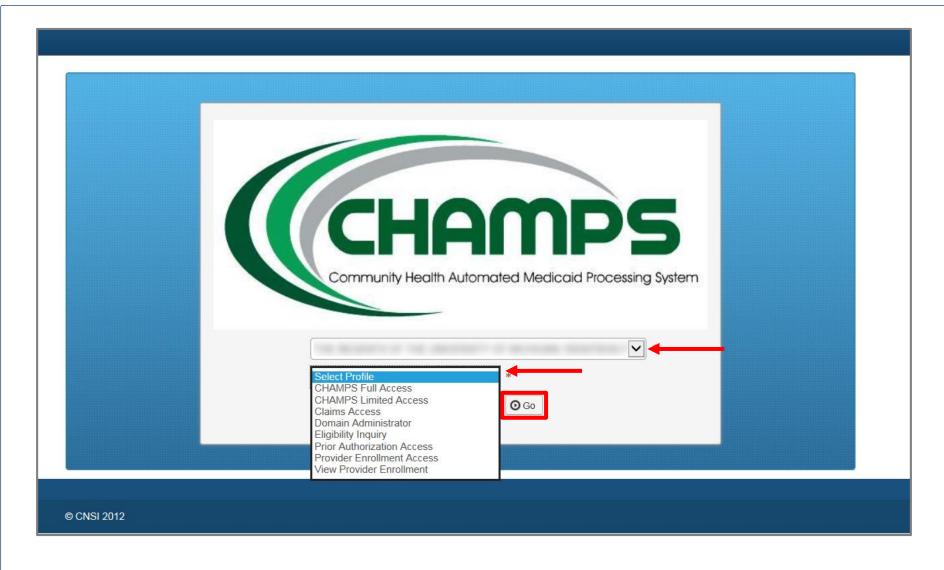- Click the CHAMPS hyperlink

  *MILogin resource links are listed at the bottom of the page

- Click Acknowledge/Agree to accept the Terms & Conditions to get into CHAMPS
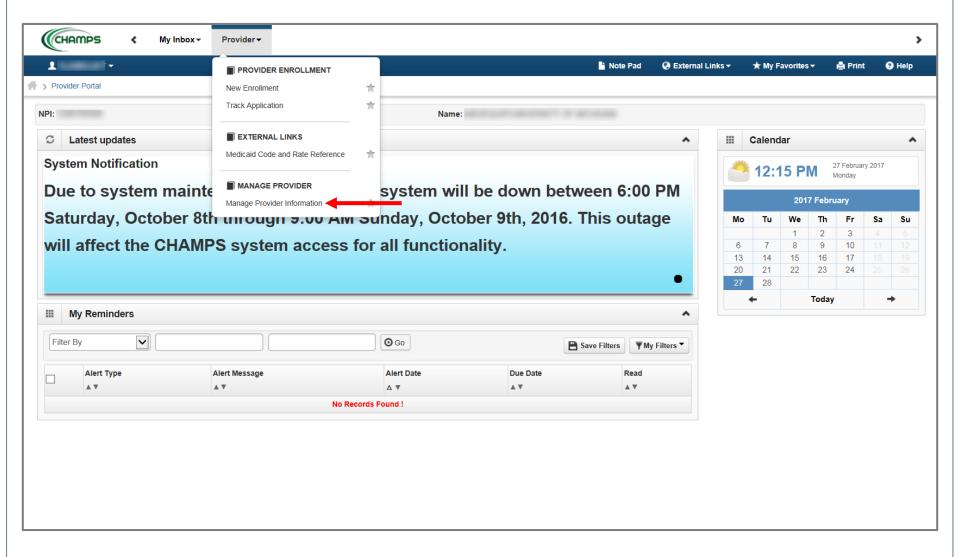
- Select Domain - Click on your organization name
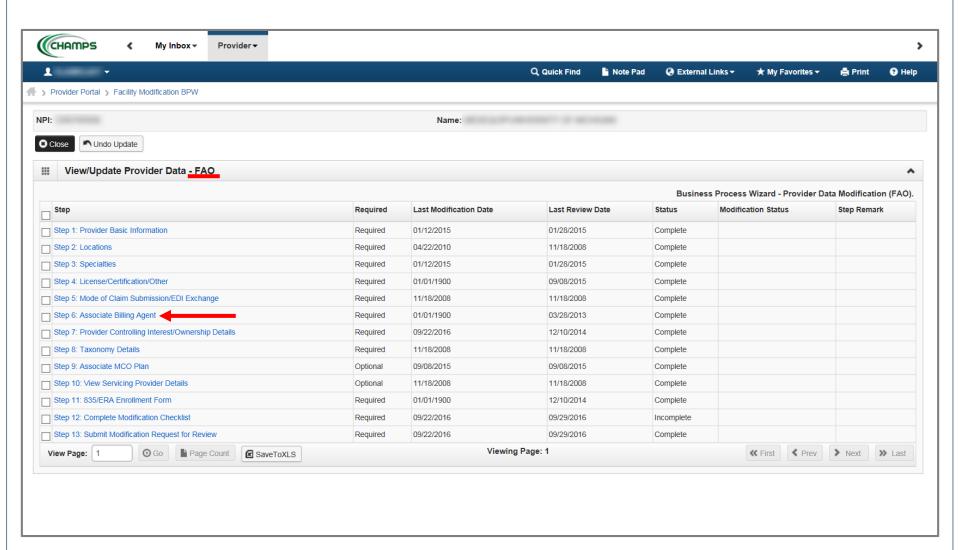- Select Profile – Select full access or provider enrollment
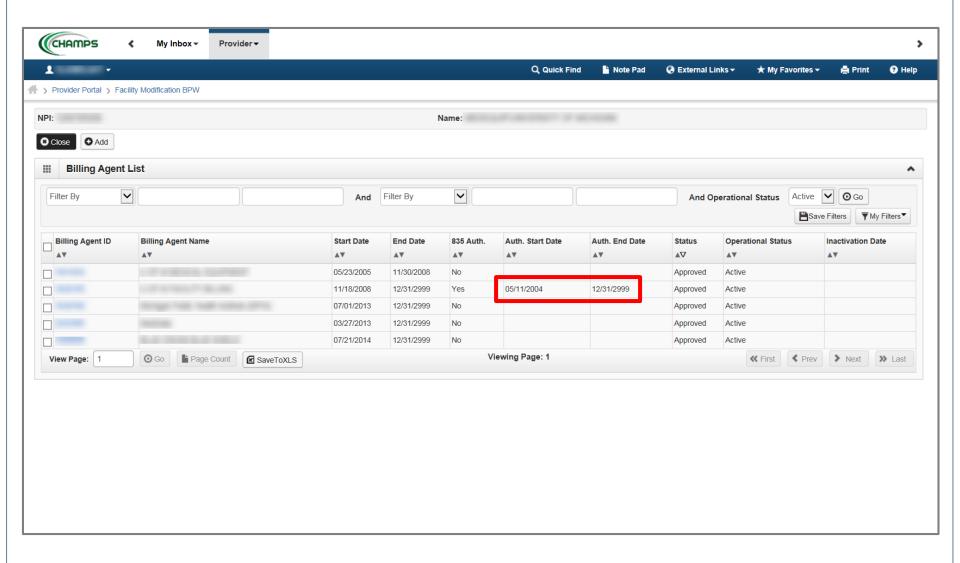- Click - Go

Reviewing

CHAMPS Enrollment Information

- Click the Provider tab
- Select the Manage Provider Information

- Click Step 6: Associate Billing Agent
  - *Note: In this example we have used an FAO enrollment type, if you are an individual or group enrollment type the step number may be different*

- The screen will then display current and past billing agents that have been associated to the tax ID
- In this example the provider currently has a billing agent associated as well as authorized to receive their 835/ERA

Resources

- Trading Partner Resources

  [Michigan Department of Health & Human Services- Trading Partners](#)

  [HIPAA Companion Guides](#)

  [Electronic Submission Manual](#)

- For electronic file submission and 835/ERA inquiries

  automatedbilling@Michigan.gov

- Provider Support (claim adjudication/reimbursement questions)

  www.michigan.gov/medicaidproviders

  ProviderSupport@Michigan.gov or 1-800-292-2550

- Medicaid Training Requests

  [Training Requests](#)

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